



**AMERICAN EMBASSY, NEW DELHI, INDIA**  
**VACANCY ANNOUNCEMENT NUMBER: 13-019A TRAINEE LEVEL**  
**REF: VACANCY ANNOUNCEMENT NUMBER: 13-019**

**OPEN TO:** All interested candidates

**POSITION:** Library Clerk (Trainee level), FSN-5005-05, LC/DLA-272T  
(Personal Services Agreement)

**OPENING DATE:** March 22, 2013

**CLOSING DATE:** April 08, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) – Grade: FP-09  
Ordinarily Resident (OR)-Grade: FSN-05\*  
\*Starting salary and grade will be determined on the basis of  
qualifications and experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking an individual for the position of Library Clerk in the Library of Congress Office.

**NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANOUNCEMENT NO 13-019 NEED NOT REAPPLY.**

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

## **BASIC FUNCTIONS OF THE POSITION**

The Acquisitions Division is responsible for the efficient and cost-effective acquisition of research materials for the Library of Congress, which has one of the greatest South Asian collections in the world, and for 43 libraries which participate in the south Asia cooperative Acquisitions Program (SACAP). Acquisitions Technicians provide essential infrastructure support to professional acquisitions librarians, at the highest level of para professional tasks:

### **Technical Acquisitions Functions:**

- Learn to receive approval and first copy of materials from 27 Indian and regional vendors, 3 Country Representatives located in Bangladesh, Nepal and Sri Lanka and materials received through staff acquisition trips. Maintain statistics of approval titles received by Office. Learn to compile monthly report for review by the management and used for reporting to Washington.
- Learn to verify replenishment vouchers of Country Representatives for monographic and other format materials. Learn to verify that invoices are authentic, correct, and noting discrepancies in price or pieces received and duplication. For routine problems take appropriate corrective action with vendors via email and telephone, referring the non-routine to Acquisitions Librarians and most complex to the Chief of the Division.
- Learn how rejected materials are returned or paid for as appropriate. Learn how to sort all rejected materials; ensure delivery/dispatch of materials costing over certain value to respective book vendors and disposing of the remainder.
- Learn to create Initial Bibliographic Control (IBC) records for English and other Western language materials in the Integrated Library System of the Library of Congress, in MARC format, applying basic AACR2 and LOC guidelines.
- Learn to manage the exchange and Gift database by regularly adding/deleting titles. Arrange duplicates to be used in exchanges on bookshelves; retrieve and send them to exchange partners as and when required, typing form letters, address labels and lists of books sent.
- Learn to draft routine circular, compiling all circular responses and placing orders with appropriate book vendors. Learn to keep track of number of circulars sent and to coordinate with IT Division to ensure uploading to the Circular Management System.
- Learn to prepare and send form letters to copyright owners requesting permission to microfilm or microfiche their publications. Learn to maintain current list of institutions which have given such permission to the Library of Congress.
- Working with Acquisition Librarians, Catalogers and Serials Librarians, learn to send letters to exchange sources claiming monographs, serials and materials in other formats.
- Learn to maintain liaison with Oxford University Press – India (OUP) and Asian Educational Services (AES) for acquisition of their titles for the program.
- Learn to assign accurate distribution of multipart/multi-volume materials received in the Office, by checking participant distribution history of each title in paper and automated

files.

**Service to LOC-Washington and SACAP participants:**

- Learn to handle routine e-mail queries and requests from SACAP participants. Learn to process monographic claims, special purchase requests and replacement purchase request received from LOC/Washington and SACAP participants, referring problematic and controversial situations to the Acquisitions Division Chief.
- Learn to order requested titles. For urgent requests follows up with different divisions of the office to ensure timely and accurate dispatch.

**Administrative functions:**

- Learn to count and verify titles sent to the Selection Committee; bibliographic searching done by staff; circulars prepared by Acquisitions Librarians, capture monthly acquisitions statistics of the office. Learn to maintain workload statistics of the Division.
- Learn to maintain statistics and reports by vendors and Country Representatives used by the Chief to monitor their performance.
- Perform other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. College degree in either of these disciplines is required: Science / Commerce / Humanities.
2. One year of work experience in a library or a publisher environment.
3. Level III (Good Working Knowledge) in English and Level II (Limited Knowledge) in Hindi (Speaking/Reading/Writing). **(When applying for the position, please indicate your level of proficiency for these languages)**
4. Proficiency in MS Excel and MS Word.

**SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website [http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html) or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office

Attention: S/HRO  
Shantipath, Chanakyapuri  
New Delhi 110 021  
or  
FAX: 2419-8056  
or  
E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

## **POINT OF CONTACT**

Telephone: 24198227/8369/8908

Please insert **13-019A** (Vacancy Announcement Number) in the Subject of the E-mail Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

## **DEFINITIONS**

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (Yes or No)
- L. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

**CLOSING DATE FOR THIS POSITION: (April 08, 2013)**

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.